

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 06/02/2020

Requisition Number: (8 characters)

Requestor Name: Mike Sturm

Requestor Phone Number: (608) 267-4921

Requestor Email: msturm@cityofmadison.com

Fund: 1400 CAPITAL PROJECT

Agency: 51 PARKS

Major:

- 53*** Supplies/Goods
- 541** Utilities
- 542** Building/Facility Maintenance/Repair
- 543** Software/Equipment Maintenance/Repair
- 544** Public Works Maintenance/Repair
- 545** Training/HR-Related Services
- 546** Consulting/Professional Services
- 548** Grants/Loans/Insurance/Other Services

Total Purchase Amount: \$268,340.00

Vendor Name: SmithGroup

Product/Service Description: Consultant services for Law Park public engagement and site analysis

- \$50,000 and UNDER**
This form will be sent to the Purchasing Supervisor for review.
- OVER \$50,000**
Complete this form and draft a resolution using the sample resolutions provided by the City Attorney to your Budget Analyst. **Your resolution will not be added to the Finance Committee agenda without this form.**

Check the box(es) for the exception criteria you feel are applicable:

1. Public exigency (emergency) will not permit the delay incident to advertising or other competitive processes.
2. The services or goods required are available from only one person or firm (i.e., **true** sole source).
3. The services are for professional services to be provided by attorneys.
4. The services are to be rendered by a university, college, or other educational institution.
5. No acceptable bids have been received after formal advertising.
6. Service fees are established by law or professional code.
7. A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant.
8. Otherwise authorized by law, rule, resolution, or regulation. Explain:
- If procurement is being paid with Federal or State grant funds, the vendor was identified by name in the approved Grant Application. (OPTIONAL)

REASON FOR REQUEST**WHY A COMPETITIVE SELECTION PROCESS CANNOT BE USED:**

Provide **detailed** explanation below. For a true sole source, provide all information to explain why this product or service can only be purchased from this vendor. For one-of-a-kind items not sold through distributors, explain the unique performance features of the product requested that are not available from any other product. For services, detail the unique qualifications this vendor possesses, or other reason(s) that meet the criteria selected above. Identify specific, measurable factors and qualifications.

The Parks Division is currently contracted with SmithGroup to provide consultant services for Law Park. Their scope of services includes public engagement and site analysis work and concludes with a final report presenting the investigation outcomes. The report will inform the master planning effort for the park, which is anticipated to begin in late 2020. The Law Park planning area scope was recently expanded to include portions of John Nolen Drive and Olin Park. Due to the larger planning area, additional public outreach and site investigation is required. Parks is requesting to amend SmithGroup's current contract to include the additional project area. This approach ensures consistent public engagement materials and methods are used. It also provides a cohesive final report for the full planning area. Issuing a new RFP for the additional scope and developing a separate report lacks continuity and may delay the future master plan process.

COMMENTS REGARDING PURCHASES OVER \$50,000

SmithGroup has been selected as a vendor two times. The first was for a small project in 2018 for which competitive selection was not required (\$2,995). The second was for this Law Park project. SmithGroup was selected through a formal RFP process and awarded a contract for \$189,985. This current non-competitive selection request is adding about \$78,355 to that contract, bringing the total to \$268,340.

Date: